

SAMPLE

Attachment A

Current Date

Dr. Sandra E. Dowling, Ed.D.
Maricopa County Superintendent of Schools
301 W Jefferson, Suite 660
Phoenix, AZ 85003

Dear Dr. Dowling,

The *(Name of District)* School District No.() is requesting that you consider granting emergency teaching certificates to applicants in our district to fill positions in subject areas as specified below.

This is a resolution from the School Governing Board verifying the existence of an emergency teaching situation in the *(Name of District)*. Sufficient evidence is available to demonstrate a shortage of certified teaching personnel in the following subject areas:

- *State Subject Area*
- *State Subject Area*

Sincerely,

Name of Governing Board President
Governing Board President

Name of Clerk of the Board
Clerk of the Board